

Privacy Act Statement. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the Registration Unit in Washington, D.C. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the Administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public. Finally, the Attorney General intends, at the earliest possible opportunity, to make these public documents available on the Internet on the Department of Justice World Wide Web site.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .49 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Criminal Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

*Furnish this exhibit for EACH foreign principal listed in an initial statement
and for EACH additional foreign principal acquired subsequently.*

1. Name and address of registrant Winstead Consulting Group 1450 G Street, N.W. Suite 810 Washington, DC 20005		2. Registration No. 5573
3. Name of foreign principal Province of British Columbia Ministry of Energy and Mines	4. Principal address of foreign principal Resource Development Division External Relations Branch 999 Canada Place, Suite 730 Vancouver, British Columbia, Canada V6C 3E1	
5. Indicate whether your foreign principal is one of the following:		
<input checked="" type="checkbox"/> Foreign government		
<input type="checkbox"/> Foreign political party		
<input type="checkbox"/> Foreign or domestic organization: If either, check one of the following:		
<input type="checkbox"/> Partnership <input type="checkbox"/> Committee		
<input type="checkbox"/> Corporation <input type="checkbox"/> Voluntary group		
<input type="checkbox"/> Association <input type="checkbox"/> Other (specify) _____		
<input type="checkbox"/> Individual-State nationality _____		
6. If the foreign principal is a foreign government, state:		
a) Branch or agency represented by the registrant.		
Ministry of Energy and Mines		
b) Name and title of official with whom registrant deals.		
Michael Carter, Executive Director (External Relations Branch)		
7. If the foreign principal is a foreign political party, state:		
a) Principal address.		
b) Name and title of official with whom registrant deals.		
c) Principal aim		

2003 AUG -7 PM 3:35
CRM/ISS/REGISTRATION UNIT

8. If the foreign principal is not a foreign government or a foreign political party,

a) State the nature of the business or activity of this foreign principal

b) Is this foreign principal

Supervised by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐

Owned by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐

Directed by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐


Controlled by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐

Financed by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐

Subsidized in part by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐

9. Explain fully all items answered "Yes" in Item 8(b). *(If additional space is needed, a full insert page must be used.)*

10. If the foreign principal is an organization and is not owned or controlled by a foreign government, foreign political party or other foreign principal, state who owns and controls it.

Date of Exhibit A	Name and Title	Signature
August 4, 2003	Frederick D. McClure Manager	

INSTRUCTIONS: A registrant must furnish as an Exhibit B copies of each written agreement and the terms and conditions of each oral agreement with his foreign principal, including all modifications of such agreements, or, where no contract exists, a full statement of all the circumstances by reason of which the registrant is acting as an agent of a foreign principal. One original and two legible photocopies of this form shall be filed for each foreign principal named in the registration statement and must be signed by or on behalf of the registrant.

Privacy Act Statement. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the Registration Unit in Washington, D.C. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the Administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public. Finally, the Attorney General intends, at the earliest possible opportunity, to make these public documents available on the Internet on the Department of Justice World Wide Web site.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Criminal Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

1. Name of Registrant Winstead Consulting Group	2. Registration No. 5573
3. Name of Foreign Principal Province of British Columbia Ministry of Energy and Mines	

Check Appropriate Boxes:

4. ☒ The agreement between the registrant and the above-named foreign principal is a formal written contract. If this box is checked, attach a copy of the contract to this exhibit.
5. ☐ There is no formal written contract between the registrant and the foreign principal. The agreement with the above-named foreign principal has resulted from an exchange of correspondence. If this box is checked, attach a copy of all pertinent correspondence, including a copy of any initial proposal which has been adopted by reference in such correspondence.
6. ☐ The agreement or understanding between the registrant and the foreign principal is the result of neither a formal written contract nor an exchange of correspondence between the parties. If this box is checked, give a complete description below of the terms and conditions of the oral agreement or understanding, its duration, the fees and expenses, if any, to be received.

7. Describe fully the nature and method of performance of the above indicated agreement or understanding.

Written fixed fee contract for services to be rendered described in Paragraph 6 above.

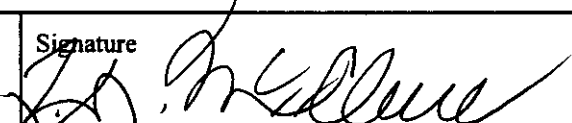
2003 AUG -7 PM 3:35
CRM/ISS/REGISTRATION UNIT

8. Describe fully the activities the registrant engages in or proposes to engage in on behalf of the above foreign principal.

Develop, implement and support an investment promotion strategy for the province at the annual Offshore Technology Conference. Arrange meetings with potential investors and other interested parties. Develop appropriate presentational and collateral materials for the conference and associated meetings.

9. Will the activities on behalf of the above foreign principal include political activities as defined in Section 1(o) of the Act and in the footnote below? Yes ☐ No ☒

If yes, describe all such political activities indicating, among other things, the relations, interests or policies to be influenced together with the means to be employed to achieve this purpose.

Date of Exhibit B August 4, 2003	Name and Title Frederick D. McClure Manager	Signature 
-------------------------------------	---	---

Footnote: Political activity as defined in Section 1(o) of the Act means any activity which the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political interests, policies, or relations of a government of a foreign country or a foreign political party.

THIS AMENDMENT MADE THIS 31st DAY OF March, 2003

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA REPRESENTED BY THE ENERGY AND MINES (HEREIN CALLED THE "PROVINCE")

OF THE FIRST PART

AND:

WINSTEAD CONSULTING GROUP, LLP (HEREIN CALLED THE "CONTRACTOR")

OF THE SECOND PART

WITNESSETH THAT WHEREAS:

- A: The parties hereto entered into an agreement dated for reference the 14th day of February, 2003, a copy of which is attached hereto;
- B: AND WHEREAS the parties have agreed to amend the Agreement.

NOW THEREFORE in consideration of the covenants and agreements herein contained, the parties agree as follows:


- (1) That the "Term" of the Agreement shall remain March 31, 2003
- (2) Fees to remain as \$24,000.00
- (3) Expenses be increased from \$1,000.00 to \$6,000.00
- (4) For a total contract price from \$25,000.00 to \$30,000.00
- (5) That in all other respects, the terms and conditions of the said Agreement are hereby ratified and confirmed.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

SIGNED AND DELIVERED on behalf of the Province by an authorized representative of the Province:


(Authorized Representative)

SIGNED AND DELIVERED on behalf of the Contractor, **Winstead Consulting Group, LLP**


(Contractor)

2002 AUG - 7 PM 3:35
CRA/REGISTRATION UNIT

SCHEDULE "B"
FEES AND EXPENSES

1. FEES WILL BE BASED ON A HOURLY RATE OF CAD \$200.00 PER HOUR FOR THOSE DAYS OF THE TERM DURING WHICH THE CONTRACTOR IS ENGAGED IN THE FULFILLMENT OF THEIR OBLIGATIONS UNDER THIS AGREEMENT, 7 WORKING HOURS BEING THE EQUIVALENT OF ONE DAY. IN NO EVENT WILL THE FEES PAYABLE TO THE CONTRACTOR IN ACCORDANCE WITH THIS PARAGRAPH EXCEED, IN THE AGGREGATE, CAD \$24,000.00, EXCLUDING GOOD AND SERVICES TAX (GST).
2. THE FOLLOWING EXPENSES NOT EXCEEDING CAD \$6,000.00 IN THE AGGREGATE, EXCLUDING THE GST, WILL BE PAID TO THE CONTRACTOR PROVIDED THE SAME ARE SUPPORTED, WHERE APPLICABLE, BY PROPER RECEIPTS AND ARE, IN THE OPINION OF THE DEPUTY MINISTER OR DELEGATE, NECESSARILY INCURRED BY THE CONTRACTOR IN THE FULFILLMENT OF THEIR OBLIGATIONS UNDER THIS AGREEMENT:
 - (A) **TRAVEL EXPENSES** incurred for two trips from Washington, DC to Houston, Texas not to exceed CAD \$5,000.00.
 - (i) **MEALS:** BREAKFAST \$8.00 LUNCH \$8.00 DINNER \$14.50
INCIDENTALS \$14.00 PER FULL OR PARTIAL DAY AND COVERS MISCELLANEOUS OUT OF POCKET EXPENSES
TRANSPORTATION: (NO FIRST CLASS TRAVEL REIMBURSED)
 - (j) **PRIVATE VEHICLE MILEAGE:** \$0.43/KM. Vehicle owners are responsible for adequate insurance to cover business use on behalf of the Province.
RENTAL VEHICLE: Use firms listed under Government Master Standing Offer to obtain rates negotiated for authorized Government business. Actual receipts required. Separately purchased Personal Accident Insurance (PAI), Collision Damage Waiver (CDW), Cargo Insurance or Personal Effects Insurance will not be reimbursed.
PARKING: Receipts required.
BUS AND TAXI: receipts required for all fares.
FERRY AND TRAIN: Receipts required.
AIR: Travel should be by the most economical commercial route or by charter approved by Deputy Minister or delegate. Receipts and flight coupon required for reimbursement.
 - (B) **LONG DISTANCE TELEPHONE, TELEX, POSTAGE AND OTHER IDENTIFIABLE COMMUNICATION EXPENSES:** At cost. If total charges per invoice are under \$10.00, a list of expenditures only is required;
 - (C) **PHOTOCOPYING EXPENSES:** \$0.10 per page to a maximum of \$20.00 unless prior approval to exceed such maximum has been obtained by the contractor from the Deputy Minister or delegate;
 - (D) **OTHER DISBURSEMENTS:** Where prior written approval has been obtained from the Deputy Minister or delegate;
 - (E) **HOSPITALITY OR SECRETARIAL EXPENSES:** Not reimbursed unless prior written approval received from the Deputy Minister or delegate; and office space and equipment rental shall be the responsibility of the contractor.
3. THE CONTRACTOR SHOULD SUBMIT TO THE PROVINCE A WRITTEN STATEMENT OF ACCOUNT FOR FEES PAYABLE NO SOONER THAN FEBRUARY 28, 2003 AND A WRITTEN STATEMENT OF ACCOUNT FOR THE BALANCE OF THE FEES PAYABLE UNDER THIS CONTRACT NO LATER THAN MARCH 31, 2003, A WRITTEN STATEMENT OF ACCOUNT:
 - (A) SHOWING THE CALCULATION OF ALL FEES CLAIMED FOR THE PERIOD FOR WHICH THE STATEMENT IS SUBMITTED, WITH HOURS AND DATES; AND
 - (B) LISTING, IN REASONABLE DETAIL AND WITH DATES, ANY AND ALL EXPENSES, EXCLUDING THE GOODS AND SERVICES TAX, CLAIMED FOR THE PERIOD FOR WHICH THE STATEMENT IS SUBMITTED WITH RECEIPTS, WHERE APPLICABLE, ATTACHED.
4. AFTER 30 DAYS OF RECEIPT BY THE PROVINCE OF ANY AFORESAID WRITTEN STATEMENT OF ACCOUNT THE FEES REFERRED TO IN PARAGRAPH 1 OF THIS SCHEDULE AND THE EXPENSES REFERRED TO IN PARAGRAPH 2 OF THIS SCHEDULE THAT ARE SHOWN THEREON WILL BE PAID TO THE CONTRACTOR SUBJECT ALWAYS TO THE RESPECTIVE MAXIMUM AMOUNTS SET FORTH IN PARAGRAPHS 1 AND 2 OF THIS SCHEDULE.



Service Contract (General)

MINISTRY CONTRACT NO.: CC80903005
RSP.: 27809
SERV. LINE: 26015
STOB: 6001/02
PROJECT: 2700000

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, AND
represented by **Ministry of Energy and Mines**

Resource Development Division

External Relations Branch

(the "Province", "we", "us", or "our" as applicable) at the following address:

Suite 730, 999 Canada Place, Vancouver, British Columbia

Postal Code: **V6C 3E1**

Fax Number: **604-844-1926**

Winstead Consulting Group, LLP

(the "Contractor", "you", or "your" as applicable) at the following address:

#810, 1450 G Street, NW

Washington, DC USA

Postal Code: **20005**

Fax Number: **202-572-8001**

THE PROVINCE AND THE CONTRACTOR AGREE TO THE TERMS ON THE REVERSE SIDE OF THIS DOCUMENT AND IN THE SCHEDULES OUTLINED BELOW.

SCHEDULE A - SERVICES

The services will include, but will not be limited to, the following:

- Implement teaming and communication protocols between the Government and Winstead to assure seamless, effective execution of the Government's investment promotion strategy in the Houston area;
- Review Ministry of Energy and Mines' (MEM) existing messaging strategy, propose refinements and additional tools for message-delivery, and alternative venues and vehicles for promoting B.C. prior to the Pre-Offshore Technology Conference (OTC) Investment Program;
- Consult with MEM and assess outcomes of prior initiatives in the Houston energy sector, reviewing status of existing U.S. investors in B.C., identifying top priority investor prospects, and analyzing existing intelligence about investment postures of both existing and known potential investors;
- In consultation with MEM, develop a final list of top target investors, and develop intelligence profiles regarding each company, including target personnel for investment promotion and identifying executives in the target company's financial, strategic planning and technical divisions;
- Research each target investor and develop investment profiles for each, with emphasis upon the company's investment strategy for 2003 and beyond, prevailing energy sector investment, new developments in B.C., and competitor behavior.
- Initiate contact with existing investors to gather information about planned future investments and potentially to enlist them as local investment "champions;"
- Initiate contact with Houston offices of target investors, survey their North American investment priorities and secure appointments for advance briefings by the Government;
- Develop logistical recommendations for MEM regarding an appropriate venue for a Pre-OTC Advance Program, including a meeting room for an Investment Promotion seminar, and an itinerary for the Minister during before and after the seminar;
- Prepare a plan whereby Winstead will coordinate and lead an advance planning trip to Houston for MEM representative(s) to map out the Minister's itinerary, finalize hotel, seminar and other logistical arrangements, and address related issues;
- Provide routine progress and strategy briefings to MEM as work proceeds;
- Develop a strategy for follow-up support with Houston energy investment community after OTC 2003;
- In consultation with MEM, develop an inbound investor program in B.C. for Summer 2003 to use as a promotional tool during the pre and post-OTC Investment Program.

Term: From and including: February 14, 2003

To and including: March 31, 2003

SCHEDULE B - FEES AND EXPENSES

Fees: CAD\$24,000.00

Expenses: CAD\$1,000.00

Billing Date(s): February 28, 2003 and March 31, 2003

Maximum Amount: CAD\$25,000.00

SCHEDULE C - APPROVED SUBCONTRACTOR(S)

SCHEDULE D - INSURANCE

SCHEDULE E - ADDITIONAL TERMS

The parties have duly executed this agreement as of the 14th day of February 20 03

SIGNED AND DELIVERED on behalf of the Province
by an authorized representative of the Province

SIGNED AND DELIVERED by or on behalf of the Contractor
(or by an authorized signatory of the Contractor if a corporation)

Authorized Representative

Contractor or Authorized Signatory

READ TERMS ON REVERSE SIDE

96/04

Ministry of Competition, Science and Enterprise
CONTRACT FIN. SERV. # CC80903005
Expiry Date <u>03/03/31</u> \$ <u>25,000</u>

2003 AUG 7 PM 3:35
CRM/ISS/REGISTRATION UNIT

03 03 14

FEES AND EXPENSES

FEES WILL BE BASED ON A HOURLY RATE OF CAD\$200.00 PER HOUR FOR THOSE DAYS OF THE TERM DURING WHICH THE CONTRACTOR IS ENGAGED IN THE FULFILLMENT OF THEIR OBLIGATIONS UNDER THIS AGREEMENT, 7 WORKING HOURS BEING THE EQUIVALENT OF ONE DAY. IN NO EVENT WILL THE FEES PAYABLE TO THE CONTRACTOR IN ACCORDANCE WITH THIS PARAGRAPH EXCEED, IN THE AGGREGATE, CAD\$24,000.00, EXCLUDING GOOD AND SERVICES TAX (GST).

THE FOLLOWING EXPENSES NOT EXCEEDING CAD\$1,000.00 IN THE AGGREGATE, EXCLUDING THE GST, WILL BE PAID TO THE CONTRACTOR PROVIDED THE SAME ARE SUPPORTED, WHERE APPLICABLE, BY PROPER RECEIPTS AND ARE, IN THE OPINION OF THE DEPUTY MINISTER OR DELEGATE, NECESSARILY INCURRED BY THE CONTRACTOR IN THE FULFILLMENT OF THEIR OBLIGATIONS UNDER THIS AGREEMENT:

- (A) SECTION DELETED - NOT APPLICABLE.
- (B) **LONG DISTANCE TELEPHONE, TELEX, POSTAGE AND OTHER IDENTIFIABLE COMMUNICATION EXPENSES:** At cost. If total charges per invoice are under \$10.00, a list of expenditures only is required;
- (C) **PHOTOCOPYING EXPENSES:** \$0.10 per page to a maximum of \$20.00 unless prior approval to exceed such maximum has been obtained by the contractor from the Deputy Minister or delegate;
- (D) **OTHER DISBURSEMENTS:** Where prior written approval has been obtained from the Deputy Minister or delegate;
- (E) **HOSPITALITY OR SECRETARIAL EXPENSES:** Not reimbursed unless prior written approval received from the Deputy Minister or delegate; and office space and equipment rental shall be the responsibility of the contractor.

THE CONTRACTOR SHOULD SUBMIT TO THE PROVINCE A WRITTEN STATEMENT OF ACCOUNT FOR FEES PAYABLE NO SOONER THAN FEBRUARY 28, 2003 AND A WRITTEN STATEMENT OF ACCOUNT FOR THE BALANCE OF THE FEES PAYABLE UNDER THIS CONTRACT NO LATER THAN MARCH 31, 2003, A WRITTEN STATEMENT OF ACCOUNT:

- (A) SHOWING THE CALCULATION OF ALL FEES CLAIMED FOR THE PERIOD FOR WHICH THE STATEMENT IS SUBMITTED, WITH HOURS AND DATES; AND
- (B) LISTING, IN REASONABLE DETAIL AND WITH DATES, ANY AND ALL EXPENSES, EXCLUDING THE GOODS AND SERVICES TAX, CLAIMED FOR THE PERIOD FOR WHICH THE STATEMENT IS SUBMITTED WITH RECEIPTS, WHERE APPLICABLE, ATTACHED.

AFTER 30 DAYS OF RECEIPT BY THE PROVINCE OF ANY AFORESAID WRITTEN STATEMENT OF ACCOUNT THE FEES REFERRED TO IN PARAGRAPH 1 OF THIS SCHEDULE AND THE EXPENSES REFERRED TO IN PARAGRAPH 2 OF THIS SCHEDULE THAT ARE SHOWN THEREON WILL BE PAID TO THE CONTRACTOR SUBJECT ALWAYS TO THE RESPECTIVE MAXIMUM AMOUNTS SET FORTH IN PARAGRAPHS 1 AND 2 OF THIS SCHEDULE.

revised: April 2002



Service Contract (General)

MINISTRY CONTRACT NO.: CC80904002
RSP.: 27809
SERV. LINE: 26015
STOB: 6001/02
PROJECT: 2700000

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, AND
represented by **Ministry of Energy and Mines**

Winstead Consulting Group, LLP

Resource Development Division

External Relations Branch

(the "Province", "we", "us", or "our" as applicable) at the following address:

Suite 730, 999 Canada Place, Vancouver, British Columbia

Postal Code: **V6C 3E1**

Fax Number: **604-844-1926**

(the "Contractor", "you", or "your" as applicable) at the following address:

#810, 1450 G Street, NW

Washington, DC USA

Postal Code: **20005**

Fax Number: **202-572-8001**

THE PROVINCE AND THE CONTRACTOR AGREE TO THE TERMS ON THE REVERSE SIDE OF THIS DOCUMENT AND IN THE SCHEDULES OUTLINED BELOW.

SCHEDULE A - SERVICES

The services will include, but will not be limited to, the following:

- To plan, organize and deliver an oil and gas investment forum in Houston, Texas on May 1, 2003 including meetings with potential investors and other interested parties before and after the forum;
- To work with Ministry of Energy and Mines (MEM) to develop appropriate presentational and collateral materials for the investment forum and associated meetings;
- To prepare a wrap-up report providing details on the number of attendees, corporate affiliations' contact details, and other relevant details;
- To perform other related duties as maybe required.

Term: From and including: April 1, 2003

To and including: May 16, 2003

SCHEDULE B - FEES AND EXPENSES

Fees: CAD\$23,000.00

Expenses: CAD\$2,000.00

Billing Date(s): April 30, 2003 and May 16, 2003

Maximum Amount: CAD\$25,000.00

SCHEDULE C - APPROVED SUBCONTRACTOR(S)

SCHEDULE D - INSURANCE

SCHEDULE E - ADDITIONAL TERMS

The parties have duly executed this agreement as of the

1st day of April, 2003

SIGNED AND DELIVERED on behalf of the Province
by an authorized representative of the Province

SIGNED AND DELIVERED by or on behalf of the Contractor
(or by an authorized signatory of the Contractor if a corporation)

Authorized Representative

Contractor or Authorized Signatory

READ TERMS ON REVERSE SIDE

SCHEDULE "B"
FEES AND EXPENSES

1. FEES WILL BE BASED ON A HOURLY RATE OF CAD\$200.00 PER HOUR FOR THOSE DAYS OF THE TERM DURING WHICH THE CONTRACTOR IS ENGAGED IN THE FULFILLMENT OF THEIR OBLIGATIONS UNDER THIS AGREEMENT, 7 WORKING HOURS BEING THE EQUIVALENT OF ONE DAY. IN NO EVENT WILL THE FEES PAYABLE TO THE CONTRACTOR IN ACCORDANCE WITH THIS PARAGRAPH EXCEED, IN THE AGGREGATE, CAD\$24,000.00, EXCLUDING GOOD AND SERVICES TAX (GST).
2. THE FOLLOWING EXPENSES NOT EXCEEDING CAD\$2,000.00 IN THE AGGREGATE, EXCLUDING THE GST, WILL BE PAID TO THE CONTRACTOR PROVIDED THE SAME ARE SUPPORTED, WHERE APPLICABLE, BY PROPER RECEIPTS AND ARE, IN THE OPINION OF THE DEPUTY MINISTER OR DELEGATE, NECESSARILY INCURRED BY THE CONTRACTOR IN THE FULFILLMENT OF THEIR OBLIGATIONS UNDER THIS AGREEMENT:
 - (A) **TRAVEL EXPENSES** incurred for one trip from Washington, DC to Houston, Texas not to exceed CAD\$2,000.00.
 - (B) **LONG DISTANCE TELEPHONE, TELEX, POSTAGE AND OTHER IDENTIFIABLE COMMUNICATION EXPENSES:** At cost. If total charges per invoice are under \$10.00, a list of expenditures only is required;
 - (C) **PHOTOCOPYING EXPENSES:** \$0.10 per page to a maximum of \$20.00 unless prior approval to exceed such maximum has been obtained by the contractor from the Deputy Minister or delegate;
 - (D) **OTHER DISBURSEMENTS:** Where prior written approval has been obtained from the Deputy Minister or delegate;
 - (E) **HOSPITALITY OR SECRETARIAL EXPENSES:** Not reimbursed unless prior written approval received from the Deputy Minister or delegate; and office space and equipment rental shall be the responsibility of the contractor.
3. THE CONTRACTOR SHOULD SUBMIT TO THE PROVINCE A WRITTEN STATEMENT OF ACCOUNT FOR FEES PAYABLE NO SOONER THAN APRIL 30, 2003 AND A WRITTEN STATEMENT OF ACCOUNT FOR THE BALANCE OF THE FEES PAYABLE UNDER THIS CONTRACT NO LATER THAN MAY 16, 2003. A WRITTEN STATEMENT OF ACCOUNT:
 - (A) SHOWING THE CALCULATION OF ALL FEES CLAIMED FOR THE PERIOD FOR WHICH THE STATEMENT IS SUBMITTED, WITH HOURS AND DATES; AND
 - (B) LISTING, IN REASONABLE DETAIL AND WITH DATES, ANY AND ALL EXPENSES, EXCLUDING THE GOODS AND SERVICES TAX, CLAIMED FOR THE PERIOD FOR WHICH THE STATEMENT IS SUBMITTED WITH RECEIPTS, WHERE APPLICABLE, ATTACHED.
4. AFTER 30 DAYS OF RECEIPT BY THE PROVINCE OF ANY AFORESAID WRITTEN STATEMENT OF ACCOUNT THE FEES REFERRED TO IN PARAGRAPH 1 OF THIS SCHEDULE AND THE EXPENSES REFERRED TO IN PARAGRAPH 2 OF THIS SCHEDULE THAT ARE SHOWN THEREON WILL BE PAID TO THE CONTRACTOR SUBJECT ALWAYS TO THE RESPECTIVE MAXIMUM AMOUNTS SET FORTH IN PARAGRAPHS 1 AND 2 OF THIS SCHEDULE.

Revised: April 2002